

Standard 3 Supplement: Annual Work Plan

Upload this form as part of your application within the section for Standard 3.

The annual work plan outlines the work carried out during the past calendar year: Indicate the month the activity occurred. Use the middle column to add activities not listed in the first column. Consider using a copy of this form to plan next year's actions.

Mission Statement: (Do you have a simple statement that indicates what your tree board or department is trying to accomplish)
To develop and maintain the health, beauty and value of the urban forest as a key feature that draws residents, businesses, visitors and recognition to our community

Activity (check the appropriate activity)		Month(s) Accomplished
1. Annual planning and review session <input checked="" type="checkbox"/> Review/Submit TCUSA application <input type="checkbox"/> Develop new work plan for upcoming year <input checked="" type="checkbox"/> Prioritize work to be done <input checked="" type="checkbox"/> Organize activities, people, dates <input checked="" type="checkbox"/> Budget planning; budget hearings, etc.	Other:	Nov/Dec Oct/Nov “ Dec/Jan
2. Tree planting <input checked="" type="checkbox"/> Survey potential planting sites <input type="checkbox"/> Specify locations, species, cultivars <input type="checkbox"/> Notify adjacent property owners <input type="checkbox"/> Announce and hold public hearings <input checked="" type="checkbox"/> Order trees <input checked="" type="checkbox"/> Receive, inspect, store trees <input checked="" type="checkbox"/> Plant trees, prune and stake <input checked="" type="checkbox"/> Water as needed	Other:	Jan-May Feb/Mar Spring & Fall “ Summer
3. Tree pruning <input checked="" type="checkbox"/> Survey trees, decide which to prune <input checked="" type="checkbox"/> Schedule crew, equipment, supplies <input checked="" type="checkbox"/> Schedule contract tree crews <input type="checkbox"/> Supervise pruning and disposal of brush	Other:	Jan/Feb, May “ “
4. Tree removals <input checked="" type="checkbox"/> Survey trees, decide on removals <input type="checkbox"/> Notify adjacent property owners <input type="checkbox"/> Announce and hold public hearings <input type="checkbox"/> Schedule crew, equipment, supplies <input checked="" type="checkbox"/> Schedule contract tree crews <input checked="" type="checkbox"/> Stump grinding, reseedling	Other:	Year round Oct-Dec “
5. Public relations <input checked="" type="checkbox"/> Report to municipal officials <input checked="" type="checkbox"/> News releases <input type="checkbox"/> News and television coverage of events <input checked="" type="checkbox"/> Develop UF grant project <input checked="" type="checkbox"/> Complete UF grant application <input checked="" type="checkbox"/> Plan and hold Arbor Day celebration <input type="checkbox"/> Conduct education/training for public or staff #sessions _____ # attendees _____ <input type="checkbox"/> Distribute educational publications: # _____	Other: Workshop/training target/title: Fall Foliage Tours - Oct	Jan March, May, June Feb Mar Mar
6. Other tasks <input checked="" type="checkbox"/> Water most vulnerable trees during droughts <input type="checkbox"/> Fertilize deficient trees <input checked="" type="checkbox"/> Control diseases and insects as needed <input type="checkbox"/> Clean up storm breakage <input checked="" type="checkbox"/> Education/training for tree board/commission #sessions <u>4</u> # attendees <u>11</u> . <input checked="" type="checkbox"/> Training and safety education of tree workers <input type="checkbox"/> Removal of stakes and tree wrap <input type="checkbox"/> Adopted/Revised Tree Ordinance(s) <input type="checkbox"/> Developed/Updated Tree Management Plan	Other: Workshop titles attended: Structural Pruning for Tree Stewards Evaluating/Conserving natural Assets Partners in Community Forestry Conference Urban Forests: Trees & More Tree Inventory – Jan-May	Summer Feb Feb, Apr Feb, Oct